EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
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- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:	Nicola	Wood	DATE OF CLAIM: DD/MM/YY	20/09/17	CLAIM REFERENCE:	Wood20-09-17

					COST CENTRE (TEAM NUMBER / NAME):			120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE
DATE & TIME (FOR SUBSISTENCE CLAIMS)											AMOUNT CLAIMED CHOOSE CURRENCY		
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS		PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS			UK £	USE DROP DOWN LIST	CODE
07/08/17				n/a	Management Board Meeting	Return trip [redacted]/ICO	Car miles - 45p standard rate 26001	N/A	340	0	153.00		120-26001-
16/08/17				n/a	Meeting with [redacted]	Return trip [redacted]/ICO	Car miles - 45p standard rate 26001	N/A	340	0	153.00		120-26001-

Enter any notes relating to this claim here

TOTAL EXPENSES INCURRED	306.00
CASH ADVANCE RECEIVED	
TOTAL CLAIMED/(REPAID TO FINANCE)	306.00

Claimant declaration: Nicola Wood

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Peter Bloomfield

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

NO ERRORS n/a n/a n/a

EXPENSES CLAIM FORM

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:	James	Dipple-Johnstone	DATE OF CLAIM: DD/MM/YY	20/09/17	CLAIM REFERENCE:	Dipp20-09-17

								COST CENTRE (TEAM NUMBER / NAME):		120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE
DATE & TIME (FOR SUBSISTENCE CLAIMS)															
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE			
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS			UK £	USE DROP DOWN LIST			CODE
06/09/17	06:20:00	06/09/17	17:30:00	11.17	NIS Directive Competent Authorities Meeting and ICO London office	Refreshments	UK Subsistence & meals 26001	1	N/A	N/A	2.30	NO PROJECT - 0000			120-26001-0000
06/09/17	06:20:00	06/09/17	17:30:00	11.17		Underground ticket	UK Travel & Accommodation 26001	2	N/A	N/A	4.90	NO PROJECT - 0000			120-26001-0000
12/09/17	06:20:00	12/09/17	16:15:00	9.92	NCSC/ICO/DCMS Meeting and IoT security meeting	Refreshments	UK Subsistence & meals 26001	3	N/A	N/A	2.50	NO PROJECT - 0000			120-26001-0000
12/09/17	06:20:00	12/09/17	16:15:00	9.92		Refreshments	UK Subsistence & meals 26001	4	N/A	N/A	3.40	NO PROJECT - 0000			120-26001-0000
12/09/17	06:20:00	12/09/17	16:15:00	9.92		Underground ticket	UK Travel & Accommodation 26001	5	N/A	N/A	4.90	NO PROJECT - 0000			120-26001-0000
19/09/17	07:15:00	19/09/17	20:15:00	13.00	NCSC/ICO meeting and ICO London office and MOJ meeting	Refreshments	UK Subsistence & meals 26001	6	N/A	N/A	0.99	NO PROJECT - 0000			120-26001-0000
19/09/17	07:15:00	19/09/17	20:15:00	13.00		Refreshments	UK Subsistence & meals 26001	7	N/A	N/A	5.79	NO PROJECT - 0000			120-26001-0000
19/09/17	07:15:00	19/09/17	20:15:00	13.00		Refreshments	UK Subsistence & meals 26001	8	N/A	N/A	3.85	NO PROJECT - 0000			120-26001-0000

Enter any notes relating to this claim here

TOTAL EXPENSES INCURRED	28.63
CASH ADVANCE RECEIVED	
TOTAL CLAIMED/(REPAID TO FINANCE)	28.63

Claimant declaration: James Dipple-Johnstone

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Heather Dove

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NO ERRORS n/a n/a n/a

EXPENSES CLAIM FORM

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NAME:	Jane	McCall	DATE OF CLAIM: DD/MM/YY	19/09/17	CLAIM REFERENCE:	McCa19-09-17

				COST CENTRE (TEAM NUMBER / NAME):			120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE
DATE & TIME (FOR SUBSISTENCE CLAIMS)												
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS			UK £	USE DROP DOWN LIST	CODE
8.6.17				n/a	Meeting with Commissioner	Return travel to ICO/Home	Car miles - 45p standard rate 26001	N/A	18	0	8.10	NO PROJECT - 0000	120-26001-0000
15.6.17				n/a	Meeting with [redacted] @ DCMS	Return travel to Stockport Station/Home	Car miles - 45p standard rate 26001	N/A	13	0	5.85	NO PROJECT - 0000	120-26001-0000
15.6.17				n/a	Meeting with [redacted] @ DCMS	Car Parking Stockport Station	Parking & tolls 26001	1	N/A	N/A	15.50	NO PROJECT - 0000	120-26001-0000
15.6.17				n/a	Meeting with [redacted] @ DCMS	Drinks x 3 NEDs	UK Subsistence & meals 26001	2	N/A	N/A	4.80	NO PROJECT - 0000	120-26001-0000
15.6.17				n/a	Meeting with [redacted] @ DCMS	Susbsistance	UK Subsistence & meals 26001	3	N/A	N/A	6.19	NO PROJECT - 0000	120-26001-0000
15.6.17				n/a	Meeting with [redacted] @ DCMS	Susbsistance	UK Subsistence & meals 26001	4	N/A	N/A	1.49	NO PROJECT - 0000	120-26001-0000
12.6.17				n/a	Audit Committee	Return travel to ICO/[redacted]	Car miles - 45p standard rate 26001	N/A	18	0	8.10	NO PROJECT - 0000	120-26001-0000
7.8.17				n/a	Management Board Meeting	Return travel to ICO/[redacted]	Car miles - 45p standard rate 26001	N/A	18	0	8.10	NO PROJECT - 0000	120-26001-0000
18.9.17				n/a	Audit Committee	Return travel to ICO/[redacted]	Car miles - 45p standard rate 26001	N/A	18	0	8.10	NO PROJECT - 0000	120-26001-0000

Enter any notes relating to this claim here

TOTAL EXPENSES INCURRED	66.23
CASH ADVANCE RECEIVED	
TOTAL CLAIMED/(REPAID TO FINANCE)	66.23

Claimant declaration: Jane McCall

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Peter Bloomfield

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NO ERRORS n/a n/a n/a

EXPENSES CLAIM FORM

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:	Simon	Entwisle	DATE OF CLAIM: DD/MM/YY	20/09/17	CLAIM REFERENCE:	Entw20-09-17

						COST CENTRE (TEAM NUMBER / NAME):		120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE
DATE & TIME (FOR SUBSISTENCE CLAIMS)											AMOUNT CLAIMED		
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS			UK £	USE DROP DOWN LIST	CODE
06/09/17	04:00:00	06/09/17	16:00:00	12.00	Edinburgh Regional office (Meetings)	Refreshments	UK Subsistence & meals 26001	1	N/A	N/A	6.35	NO PROJECT - 0000	120-26001-0000
06/09/17	04:00:00	06/09/17	16:00:00	12.00		Private car - mileage ([redacted] to Edinburgh rtn DEDUCT 40 miles home to office 20 x 2)	Car miles - 45p standard rate 26001	N/A	424	0	190.80	NO PROJECT - 0000	120-26001-0000
13/09/17	05:40:00	13/09/17	20:30:00	14.83	London - Interviewing	Refreshments	UK Subsistence & meals 26001	2	N/A	N/A	5.74	NO PROJECT - 0000	120-26001-0000
13/09/17	05:40:00	13/09/17	20:30:00	14.83		Refreshments	UK Subsistence & meals 26001	3	N/A	N/A	4.30	NO PROJECT - 0000	120-26001-0000
13/09/17	05:40:00	13/09/17	20:30:00	14.83		Car parking ticket	Parking & tolls 26001	4	N/A	N/A	7.00	NO PROJECT - 0000	120-26001-0000

Enter any notes relating to this claim here

TOTAL EXPENSES INCURRED	214.19
CASH ADVANCE RECEIVED	
TOTAL CLAIMED/(REPAID TO FINANCE)	214.19

Claimant declaration: Simon Entwisle

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Heather Dove

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NO ERRORS n/a n/a n/a

EXPENSES CLAIM FORM

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:	Steve	Wood	DATE OF CLAIM: DD/MM/YY	14/09/17	CLAIM REFERENCE:	Wood14-09-17

							COST CENTRE (TEAM NUMBER / NAME):		120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE
DATE & TIME *(FOR SUBSISTENCE CLAIMS)*														
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS			EURO €	USE DROP DOWN LIST	CODE
23/08/17	17:45:00	25/08/17	10:10:00	40.42	A29 Shield Meeting	Food	Overseas Subsistence & meals 26002	1	N/A	N/A	10.00		120-26002-
24/08/17				n/a	A29 Shield Meeting	Bus	Overseas Travel & Accommodation 26002	2	N/A	N/A	3.00		120-26002-
24/08/17				n/a	A29 Shield Meeting	Refreshments	Overseas Travel & Accommodation 26002	3	N/A	N/A	22.50		120-26002-
24/08/17				n/a	A29 Shield Meeting	Lunch	Overseas Subsistence & meals 26002	4	N/A	N/A	12.00		120-26002-
24/08/17				n/a	A29 Shield Meeting	Hotel Accommodation	Overseas Travel & Accommodation 26002	5	N/A	N/A	65.00		120-26002-
25/08/17				n/a	A29 Shield Meeting	Flight to Manchester	Overseas Travel & Accommodation 26002	6	N/A	N/A	425.18		120-26002-
04/09/17	15:00:00	05/09/17	21:30:00	30.50	Meeting with [redacted]	Refreshments	Overseas Subsistence & meals 26002	7	N/A	N/A	25.00		120-26002-

Enter any notes relating to this claim here

TOTAL EXPENSES INCURRED	**562.68**
CASH ADVANCE RECEIVED	
TOTAL CLAIMED/(REPAID TO FINANCE)	**562.68**

Claimant declaration: **Steve Wood**

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Heather Dove

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NO ERRORS n/a n/a n/a

EXPENSES CLAIM FORM

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NAME:	Steve	Wood	DATE OF CLAIM: DD/MM/YY	14/09/17	CLAIM REFERENCE:	Wood14-09-17

						COST CENTRE (TEAM NUMBER / NAME):			120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE
DATE & TIME (FOR SUBSISTENCE CLAIMS)												AMOUNT CLAIMED CHOOSE CURRENCY		
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY		RECEIPT NUMBER	NO. MILES	NO. PASSENGERS		PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST		ENTER NUMBER UNLESS N/A APPEARS			UK £	USE DROP DOWN LIST	CODE
15/08/17	10:47:00	15/08/17	18:27:00	7.67	External Meeting with [redacted]	Snacks	UK Subsistence & meals 26001		1	N/A	N/A	1.99	NO PROJECT - 0000	120-26001-0000
07/09/17	15:30:00			n/a	Attending NI Conference, Belfast	Taxi	UK Travel & Accommodation 26001		2	N/A	N/A	9.80	NO PROJECT - 0000	120-26001-0000
08/09/17				n/a	Attending NI Conference, Belfast	Taxi	UK Travel & Accommodation 26001		3	N/A	N/A	23.00	NO PROJECT - 0000	120-26001-0000
08/09/17				n/a	Attending NI Conference, Belfast	Refreshments	UK Subsistence & meals 26001		4	N/A	N/A	5.47	NO PROJECT - 0000	120-26001-0000
08/09/17		08/09/17	21:00:00	n/a	Attending NI Conference, Belfast	Refreshments	UK Subsistence & meals 26001		5	N/A	N/A	2.95	NO PROJECT - 0000	120-26001-0000
17/08/17	08:30:00	17/08/17	17:00:00	8.50	Meeting at No 10	Refreshments	UK Subsistence & meals 26001		6	N/A	N/A	6.23	NO PROJECT - 0000	120-26001-0000

Enter any notes relating to this claim here

TOTAL EXPENSES INCURRED	49.44
CASH ADVANCE RECEIVED	
TOTAL CLAIMED/(REPAID TO FINANCE)	49.44

Claimant declaration: Steve Wood

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Heather Dove

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NO ERRORS n/a n/a n/a